

AUG 8 1955

MEMORANDUM FOR: Comptroller

SUBJECT : Unresolved Problems Identified During the Special Clandestine Services Orientation Course

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1. During the two Special Clandestine Services Orientation courses which have been completed, a number of administrative problems have been identified. After the final offering of the course in December of this year, we may wish to discuss the results of the course with Messrs. Wisner and [redacted] At that time, it would be helpful if we could acquaint D/P with the progress that we have made in solving those problems.
2. One which appears to be within the cognizance of your Office is that of determining what can be done to alleviate the workload on the case officer resulting from accounting requirements levied upon him. It is my understanding that discussion during the course brought out that this problem can be solved by drawing up definite sets of accounting requirements specifically tailored to the size and needs of the stations.
3. Will you please undertake a thorough study of this problem with a view toward developing a solution as soon as possible.
4. Another problem is the development of a single manual designed for case officer use. I am informed that your Office has already begun preparation of a finance manual for use by case officers. Since I have asked the Director of Training to undertake the over-all responsibility for the preparation of a comprehensive case officer manual, please coordinate with him the work which you have already initiated.
5. Please keep me informed of progress and significant developments in these matters.

R. GATES LLOYD  
Assistant Deputy Director  
(Support)

SA-DD/S:JER:dlc (4 Aug 55)  
Distribution:  
*cc:* Director of Training

O&I - Addressee

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1 Copy sent To [redacted]

2010 L Bldg. 9/28/55.

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